



Supervising Clinic Nurse I

AMBULATORY CARE SERVICES

POSITION: LAC+USC Medical Center's Ambulatory Care Services has a position available for a Supervising Clinic Nurse I for its Med/Surgical, Ophthalmology, Surgical Oncology, and Pre-op Clinics. We are seeking highly motivated candidates who are interested in working in the ambulatory care setting.

RESPONSIBILITIES:

- Plans and directs the nursing activities in a unit and coordinates activities and care with the medical and other health services staff and with other facilities to provide prompt, quality patient care and services.
- Prepares work schedules and makes daily assignments to nursing staff members to perform the various patient care tasks matching skills of staff and duties to be performed.
- Reviews work performed by nursing personnel, observing for quality of care; formally evaluates employee performance, writes anecdotal notes and counsels' staff about performance.
- Establishes priority for patient care, prepares and revises patient care schedules and observes for disruptions in the even flow of patients through the unit deciding and initiating corrective action as necessary.
- Meets with nursing supervision and physicians to plan and develop or assist in planning and developing nursing procedures and needed supplies and equipment to provide for the modification of existing services or the initiation of new services.
- Runs select daily operational reports in ORCHID.

DESIRABLE QUALIFICATIONS:

- One year recent experience working in an Outpatient Med/Surg., Ophthalmology, Surgical Oncology, and Pre-op Clinics.
- Extensive knowledge of ORCHID, and ORCHID implementation in the Ambulatory Care Setting
- Experience in developing patient scheduling templates in ORCHID and the ability to run select reports in ORCHID.
- Effective critical thinking, decision making, and problem solving skills

Candidates need to submit a letter of intent along with a current resume, brief cover letter indicating the area of interest, last two years of time records and last two years performance evaluations to:

Nurse Recruitment and Retention Center
Inpatient Tower – Room C2C112
1200 North State Street, LA, CA 90033
Phone: (323) 409-4664
Fax: (323) 441-8039

Candidates must currently be a permanent County of Los Angeles employee who hold the payroll title of Supervising Clinic Nurse I to be considered for a lateral transfer or reachable on the DHS Certification List to be considered as a new-hire. Resumes will be accepted until the needs of the department are met. Resumes will be reviewed and the highest qualified candidates will be contacted for interviews.